



Curriculum Transcript Request Form

Mail to:
Transcript Request
PO Box 1189
Hamlet, NC 28345

Mail the completed and signed request to the address above. Include \$2.00 for each official transcript requested.
Checks and money orders are accepted. Do not send cash. There is no charge for an unofficial transcript.
Transcripts require one business day to process.

In person requests:

Official curriculum transcripts with same day (on demand) processing cost \$10.00.

Official curriculum transcripts with one business day processing cost \$2.00.

Payment accepted for in person requests include check, money order, cash, Visa, and MasterCard.

Need to order online? www.richmondcc.edu/transcripts

Official curriculum transcripts ordered online costs \$7.00.

Regulations Governing the Release of Transcripts:

The Family Education Rights & Privacy Act of 1974 (FERPA) requires the written consent of the student before any information can be released.

All financial and academic obligations to the college must be resolved before transcripts can be issued.

For Adult High School and GED transcripts please contact (910) 410-1771.

For Workforce and Economic Development (continuing education) transcripts please contact (910) 410-1703.

Current Date:

Last Name:

First Name:

Middle Initial:

Former/Maiden:

SSN/Student ID#:

Date of Birth:

Phone Number:

Do you want: Official Transcript (signed and sealed) _____ # Copies Unofficial (student copy) _____ # Copies

Should we: Issue transcript now Hold until grades are posted Hold until graduation information is posted

Do you want: To pick up transcript Transcript mailed

Print the complete name and address of the person or institution to which this transcript is to be released:

Transcript requests will not be processed if there is a Business Office or Library hold. If you are unsure if you have a hold, please ask someone in the Registrar's Office.

Student's Signature: _____ **Date:** _____

FOR OFFICE USE: Transcript provided on: ___/___/___ Provided by: _____